

Memorandum

To: Vendors with a Valid Response to RFP 3313, including Polycom equipment
From: David L. Litchliter
Date: March 10, 2004
Re: Mandatory Site Visit for the Advanced Training Center at Pearl River Community College (PRCC) located in Hattiesburg, MS (GS# 214-039)

A site visit will be conducted on Monday, March 22, 2004, at 2:00 p.m. for the purpose of discussing the multimedia presentation requirements for the PRCC Advanced Training Center in Hattiesburg, MS (GS #214-039). Please contact Melinda Simmons with ITS at (601) 359-9535 or Tracie Fowler with PRCC at (601) 554-5552 for directions. There will not be another ITS conducted walk-through. A detailed drawing is attached, and vendors will receive a Letter of Configuration after the walk-through in order to submit proposals for the installation of equipment and accessories based on the specifications summarized below. The anticipated release date of this Letter of Configuration is Thursday, March 25, 2003.

Summary of Work:

1. Provide and install Polycom Video Systems.
2. Provide and install matrix switchers.
3. Provide and install integrated sound systems.
4. Provide and install XGA projectors.
5. Provide digital document cameras.

This is the only notification you will receive. **Vendors not present for this site visit will not be eligible to respond to the Letter of Configuration.** Any questions regarding this memorandum should be directed to Melinda Simmons with ITS at (601) 359-9535.



